



# Radnor House

— TWICKENHAM —

## Fire Risk Prevention Policy Radnor House Prep School

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This Policy is the responsibility of the Head, in  
consultation with School Governance.

# Fire Risk Prevention Policy

## Fire Risk (Prevention) Policy and Fire Procedures

The purpose of this policy is to outline the process of fire safety management at Radnor House Prep School. The School is on one site and extends over one long building with a second floor at each end. The main points of entry is at 41 Kew Foot Road Richmond TW9.

The primary function of the Fire Safety (Prevention) Policy is to ensure that the general fire precautions are in place to ensure, so far as is reasonably practicable, the safety of staff, pupils and visitors. General fire precautions include:

- Measures to reduce fire risk and also the spread of fire.
- Effective means of escape.
- Firefighting.
- Fire detection and warning.
- Instruction and training.
- Measures to mitigate the effects of fire.
- Elimination or reduction of risks from dangerous substances.

## Legislation

### Regulatory Reform (Fire Safety) Order 2005

This order replaces all existing Fire Safety Legislation. The School is aware of the obligations placed upon it by the above order and will:

- Carry out an individual fire risk assessment for the building at the beginning of each term. These are kept on file by the Deputy Head
- Regular Formal Fire Risk assessments are made each summer by an outside specialist company accordance with the school insurers and all recommendations adopted.
- Appoint one or more competent persons to be responsible for fire safety.
- Provide staff with clear and relevant information on risks identified in the fire risk assessment.
- Consult with staff about nominating people to carry out particular roles in connection with fire safety (fire marshals).
- Inform non-staff, including pupils, of relevant information regarding fire risks and fire safety procedures for the premises.
- Provide visitors and contractors with relevant information regarding fire safety and evacuation procedures (detailed on the rear of all

- visitors/contractors passes).
- Consider the presence of dangerous substances and the risks.
- Establish a means of contacting emergency services and inform them about dangerous substances in the building.
- Provide appropriate information, instruction, and training to staff on fire precautions in the workplace.
- Ensure the premises and equipment provided in connection with firefighting, fire detection and warning, emergency exits, and routes are covered by a suitable system of maintenance by a competent person.
- Staff must co-operate to ensure the workplace is safe from fire and its effects, they will take reasonable care in all areas and must not do anything that will place themselves or other people at risk.

The designated Responsible Person is the Health & Safety Officer Mr Stephan Willemse

## Fire Management Strategy

The following documents are included:

- Fire Risk Assessment – This is reviewed annually.
- Fire Emergency Plan – This sets out the procedure to be adopted should a fire break out in the specific building.
- General Procedures for Raising the Alarm.

The person responsible for implementing the plan is the Head Home team leader and Fire Marshals

There are nominated Fire Marshals in each area whose duties include checking their designated areas and escorting occupants out of the building in the event of fire alarm activation. The duties of the Home team leaders and Fire Marshals are set out in the School's Fire safety Policy. The Health & Safety officer oversees the maintenance of clear fire escape routes and exits on a routine basis.

## Fire Procedures

### Raising the Alarm.

The school has its own alarm system, and the board is situated in a cupboard along the first hallway. The warning, in case of fire, shall be given by a prolonged sounder in all buildings. All alarms can be easily recognised by staff and pupils and can be heard clearly in all parts of the building.

Any person discovering a fire should immediately raise the alarm so that evacuation procedures may commence. This should be done by shouting "Fire! Fire!" whilst pressing the nearest fire call button. The first action for any member of staff is evacuate everyone to a place of safety.

Members of staff should only attempt to fight a fire once evacuation procedures have been started and should only do so if they are not putting themselves or others in any danger. Members of staff should not attempt to fight a fire on their own; another member of staff must be present.

**On no account should pupils fight, or help to fight, the fire themselves.**

Upon discovering a fire, the person present is to:

- Operate the nearest fire alarm call point immediately.
- Call the closest office – to call the Fire Brigade.
- If for any reason, there is no response from either office they should call the Fire Brigade direct – dial "(999)" – and give the full name and address of the building.

#### On Hearing the Alarm

- The Home team leaders and Fire Marshals will implement their duties as set out in the H&S policy. Where possible Fire Marshals will switch off electrical appliances, close windows and shut all doors. This should be done only if safe to do so, although the closing of doors is most important.
- Fire marshals will make a visual check of their designated area and leave the building by the nearest fire exit, they should not run and go to the designated Assembly Point for that building.

#### Evacuation

Teachers are to implement evacuation procedures. All teachers in charge of a class will be responsible for seeing that the whole class is evacuated safely along the designated evacuation route to the defined Assembly Point for that building. Members of staff have a duty to guide visitors to their classroom to the nearest fire escape. In the event of an actual fire subsequent movement will be decided by the Head.

#### Fire Training

All teaching and non-teaching staff receive formal fire awareness training every three years as part of the INSET programme. This will include training on the use of fire extinguishers. At this time there will be specific training for Home and Away team leaders and Fire Marshals. New staff joining between training sessions will be given interim training by the H&S officer. All staff will also be given a refresher at the beginning of each academic year by the Health and Safety Officer.

Fire drills take place termly in all buildings, arranged by the H&S Officer, with details reported back to the Head. These are reviewed by the School H&S Committee each term.

### Arrangements for Visitors

All visitors have to report to the school offices on arrival where they sign in and are issued with a visitors' badge. This badge includes the action to take in the event of the fire alarm sounding for an emergency evacuation and this is brought to their attention. Any visitors and contractors are instructed to report to the person in charge at the assembly point.

## Fire Prevention Policy

### Escape Routes and Emergency Exits

- There are at least two escape routes from every part of all buildings.
- Fire notices and evacuation signs are displayed in every room, corridor and stairwell.
- Fire extinguishers (of the appropriate type), and smoke/heat detectors, are located in every building in accordance with the recommendations of our professional advisers. All stairs, passages and emergency exits are illuminated by emergency lighting.

### Alarms

All buildings are equipped with heat and smoke detection alarm systems. They can be manually activated by breaking a glass panel and are automatically activated when smoke/heat builds up. The systems are tested weekly by the school keeper and annually by **Property Fire Detection Ltd** and a competent electrician.

### Emergency Lighting

Emergency Lighting is tested annually by a competent electrician.

### Routine Protective Checks

The Health and Safety Officer is responsible for ensuring that the following measures remain effective:

- Escape routes and exits are kept free of obstructions
- Appropriate signage is in place
- Notices are displayed to assist with evacuation
- Fire Extinguishers are appropriately placed and not tampered with
- All staff and pupils are familiar with and rehearsed in:
  - Principal and alternative escape routes
  - Location of Fire Alarm call buttons

The Deputy Head along with the Facilities Manager is responsible for maintaining a record of the following:

### Electrical Safety

- The School has current electrical test certificates for all its buildings. It uses .....qualified Electrical Engineers to inspect and maintain its electrical installations.
- Annual portable appliance testing takes place.
- Records of all tests are kept in the School offices.

### Lightning Protection

All lightning protection and earthing conforms to BS 6651 –1999. It is tested annually by a specialist contractor. Records of all tests are kept in the School offices.

### Gas Safety

- All gas appliances (boilers, kitchen equipment etc.) are regularly maintained and serviced by Gas Safe Registered Engineers. Records of all tests are kept in the School offices.
- All kitchen equipment is switched off at the end of service.
- All laboratories are checked daily to ensure that the central gas supply is turned off.
- Emergency cut off valves are in position in the laboratory.

### Safe Storage

- We ensure that flammable and toxic materials used in teaching or maintenance are locked in purpose-made, flame-proof containers when not in use. A record of the contents of these containers/cabinets is kept in the Facilities office and in the offices

### Rubbish and Combustible Materials

- Flammable rubbish is stored away from buildings.
- Combustible paints and chemicals used in teaching, catering, maintenance, grounds and caretaking are stored in flame proof cupboards.

### Fundraising and Social events outside the school day

All events outside the normal school day i.e. Summer Fete, Quiz nights are subject to a separate risk assessment. These risk assessments are signed off by the Head and circulated to the persons running the event. An appropriate member of SLT will be in attendance at these functions.